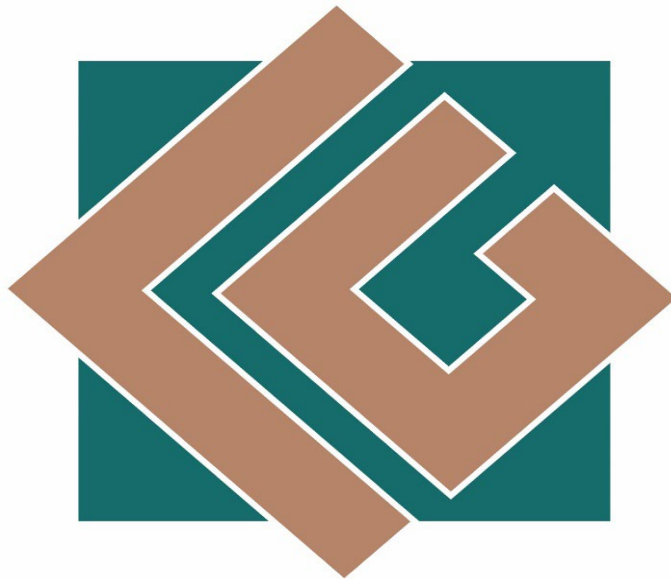


# City of Casa Grande Community Development Block Grant (CDBG) Application Guidelines PY 2023

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## **SECTION 1 - INTRODUCTION**

Welcome to the City of Casa Grande Community Development Block Grant (CDBG) program. The City acknowledges the importance of community partners and appreciates the various agencies providing services to the residents of Casa Grande. The City is committed to maximizing the use of CDBG funds and ensuring compliance with CDBG program regulations and related federal statutes.

The Community Development Block Grant (CDBG) is a federal program that provides flexible funding to address local housing and community development needs for residents of the City who are low-moderate income.

The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The primary CDBG regulations are described in the Code of Federal Regulations, Title 24 Part 570. A link to these regulations is provided on the CDBG webpage of the US Government Publishing Website: Federal Regulations 24 CFR Part 570. Although these regulations provide the best overall guidance on CDBG funding, there are additional federal regulations that must also be considered, including applicable regulations from the Office of Management and Budget (OMB) and the Department of Labor (DOL)

The principles presented in this document are fundamental. They are not intended to replace adequate existing procedures used by the Applicants. They represent the minimum level of procedures that must be the foundation of the agency's accounting, internal control, and financial reporting systems, as required by federal regulations and City policies.

## **SECTION II – CITY CDBG ENTITLEMENT PROGRAM**

### **GENERAL OVERVIEW**

The City of Casa Grande is an Entitlement City as of July 1, 2015 and receives federal CDBG allocation directly from the Office of Housing and Urban Development (HUD). The CDBG grant amount varies year to year and is determined by using a HUD formula based on several measures of community need including population, poverty levels, age of the housing stock and overcrowding in housing units.

The City of Casa Grande CDBG Entitlement Program receives funding allocation from HUD to fund eligible activities benefiting the low-moderate income population. The City is accepting applications for project proposals to help meet the community needs. The CDBG Entitlement Program allows the City to allocate 20% for Project Administration and Planning and up to 15% of the total allocation to be available for public services projects. Agencies participating in the City's CDBG program are agreeing not only to provide specified services, but also to comply with the CDBG program requirements and responsibilities established by the U.S. Department of Housing and Urban Development (HUD) and the City of Casa Grande.

## ELIGIBLE ACTIVITIES

Federal regulations limit the kinds of activities that the City may carry out with its CDBG funds. The regulations governing the CDBG program provide detailed eligibility requirements. In general, a project may be undertaken when the following requirements are met.

The type of the project must be included within the list of eligible activities in the CDBG regulations. The CDBG regulations also list activities that are explicitly ineligible. Additionally, maintenance and operation expenses and equipment purchases are ineligible except as part of an eligible activity. Ineligible projects also include construction of buildings used for the general conduct of government. See Appendix A: Examples of Eligible and Ineligible Activities.

A CDBG project must meet at least one of three national objectives. The project must principally

- 1. Serve low and moderate-income persons,**
- 2. Eliminate slum and blight, or**
- 3. Address a recent and urgent health and safety need.**

The project must be consistent with the objectives and strategies outlined in the City's **Consolidated Plan 2020-2024** ([casagrandeaz.gov/233/Community-Development-Grants](https://casagrandeaz.gov/233/Community-Development-Grants)).

Public Services activities must be either **NEW** or have a **Quantifiable Increase** in the level of service.

Finally, the project must be able to be completed, to meet a CDBG-eligible end use within the timeframe covered by the **Subrecipient Agreement** (typically a one-year timeframe.)

An activity that fails to meet one or more of the applicable tests for meeting a national objective is in noncompliance with CDBG rules. Refer to Appendix A: Examples of Eligible and Ineligible Activities, and Appendix C: National Objective Codes.

## FEDERAL REGULATIONS:

The key federal regulations which form the basic administrative requirements of the CDBG program are summarized in this section to provide a framework for the standards referenced throughout the guidelines. The regulations have been developed by HUD to

carry out the federal statutes that established the CDBG program. The regulations address the CDBG program itself, and other federal laws or policies relevant to the CDBG program (e.g., National Environmental Policy Act, Americans with Disabilities Act, Davis-Bacon Act, etc.). The acronym “CFR” stands for Code of Federal Regulations.

## **CDBG Program Management Regulations**

The basic program regulations governing management and financial systems for the CDBG program are promulgated by the federal government in 24 CFR Part 570, Subparts J and K. They are applicable both to grantees (i.e., the City) and to public or private sector subrecipients:

Subpart J (24 CFR 570.500 – 570.513) covers the general responsibilities for grant administration, including uniform administrative requirements, provisions of subrecipient agreements, program income, use of real property, record-keeping and reporting, and closeout procedures.

Subpart K (24 CFR 570.600 – 570.614) deals with other CDBG program requirements including civil rights; labor standards; environmental standards; flood insurance; relocation; displacement; acquisition; employment and contracting opportunities; lead-based paint; use of debarred, suspended or ineligible contractors; uniform administrative requirements and cost principles; conflicts of interest and the Americans with Disabilities Act.

## **General Federal Requirements**

In addition to the basic regulations of the CDBG program contained in 24 CFR Part 570, there are three additional categories of requirements that affect the administrative systems and procedures that SUBRECIPIENTS must have in place to receive support:

Federal regulations governing administrative and audit requirements for grants and cooperative agreements (governmental subrecipients) for which HUD has oversight responsibilities.

Administrative circulars from the Office of Management and Budget (OMB) and Department of the Treasury governing cost principles, administrative systems, fiscal procedures and audit requirements for public and private grantees and subrecipients.

Executive Orders from the Office of the President implementing various equal employment opportunity and environmental policies.

The applicability of these general requirements depends upon the kind of public or private organization that receives CDBG funds.

Additionally, to meet federal reporting requirements, all agencies applying for funds must be registered at SAM.GOV.

### **SECTION III – FINANCIAL RESPONSIBILITIES**

In using federal funds, documentation is critical. The achievement of program goals and the completion of activities must be supported by adequate documentation. If activities, personnel, procedures, expenditures, and results are not documented properly, from the federal government's perspective, you have not done your job, regardless of your accomplishments.

All individuals directly benefiting from or receiving CDBG-funded services must provide proof of income. It is the responsibility of the AGENCY to obtain and maintain income documentation for each client served and to make available this documentation upon request to the CITY or to the U.S. Department of Housing and Urban Development (HUD). Sufficiently detailed documentation must be obtained to verify the income of each client or household benefiting from CDBG funded activity. Activities funded with CDBG must principally serve clients whose income is less than 80% of Area Median Income, adjusted by household size. See Appendix B: Income Guidelines as June 2021.

APPLICANTS are STRICTLY PROHIBITED from obligating any funds or incurring any reimbursable expenses unless and until they are in possession of a fully executed SUBRECIPIENT AGREEMENT. Upon written request, exceptions to this provision may be considered. The City will make the determination on a case-to-case basis based upon the AGENCY'S need and applicable CDBG regulations.

## **SECTION IV – APPLICATION PROCESS**

This section outlines the formal application process, timeline, and needed data to submit for project proposals. The City will accept all applications by the deadline date and a CDBG Project Review Team will determine completeness of the application before forwarding to City Council for consideration.

### **COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION SUBMITTAL REQUIREMENTS:**

1. Grant Application Form
2. Project Narrative
  - Project Description
  - Outcomes
  - Timeline
3. Budget
4. Agency Capacity
5. Non-Profit Certification for CDBG Application

**All applications are due by 5:00 p.m. on March 16, 2023.  
Applications must be double-spaced.**

Please email the application to Mary Allen, Community Development Manager at  
[Mkallen@casagrandeaz.gov](mailto:Mkallen@casagrandeaz.gov)

## **Appendix A**

### **Examples of Eligible and Ineligible Public Service Activities (Not an exclusive list)**

#### **Eligible Expenses**

**CDBG funds may be used for a wide range of public service activities including but not be limited to the following:**

- Crime prevention and awareness services;
- Childcare, peer support program, transportation and other similar services designed to increase job opportunities;
- Mental Health services;
- Youth Services;
- Tenant/Landlord Services;
- Senior Citizens Services;
- Education programs services (e.g. Literacy training and English as the second language);
- Public safety (removing graffiti from public buildings;
- Fair housing counseling;
- Battered and Abused Spouses services;
- Legal Services;
- Abused and Neglected Children;
- Handicapped Services;
- Services for homeless persons;
- Operating Costs of Homeless/AIDS patients programs;
- Transportation Services;
- Substance abuse services (e.g., drug abuse counseling and treatment)
- Emergency assistance (utility, rent, or mortgage payments) not to exceed a single three (3) month period,
- Individual development account for payment of education/job training expenses if provided in connection with eligible economic development projects;
- Welfare services (excluding income payments);
- Recreational services;
- Services designed to increase employment opportunities, (e.g., provide assistance to microenterprise such as technical assistance, business support services, and other services to owners of developing microenterprises; and
- Energy conservation counseling and testing.

**CDBG funds may be used to:**

- Pay for the lease of a public service facility;
- Supplies and materials for the Public Service operations and/or maintain the portion of a facility;
- Equipment and other property needed for the Public Service.



### **Ineligible Expenses**

The provision of “income payments” in an ineligible CDBG activity if these payments are provided as a grant.

- Income payments are payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage and/or utilities) or clothing.

However, such expenditures are eligible under the following conditions:

- The income payments do not exceed three consecutive months; and
- The payments are made directly to the provider of such services on behalf of an individual or family.
- Income payments that are provided as a loan are permissible within the public services cap.

Political activities are ineligible.

### **Examples of Eligible Public Facilities and Improvement Activities**

- Parks, Recreational Centers
- Streets, Sidewalks, other Infrastructure
- Neighborhood Facilities
- Parking Facilities
- Health Facilities
- Code Enforcement

### **Examples of Eligible Housing Activities**

- Owner Occupied Housing Rehabilitation
- Multi-Unit Rehabilitation
- Public Housing Modernization
- Public Owned Residential Buildings

## Appendix B: INCOME GUIDELINES

Beneficiaries of the public service program must meet the HUD income requirements as shown on Table 1 below. Income guideline changes each year and is provided by HUD. CDBG funds must benefit at least 51% of the low- and moderate-income population or persons (e.g. Low-Mod Limited Clientele, (LMC)) or serve an area that are at least 51% of the residents are low- and moderate-income (LMI).

** Based on 2022 HUD Guidelines								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30%Limits	\$18,550	\$21,200	\$23,850	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630
Very Low Income	\$30,950	\$35,350	\$39,750	\$44,150	\$47,700	\$51,250	\$54,750	\$58,300
Low Income	\$49,500	\$56,550	\$63,600	\$70,650	\$76,350	\$82,000	\$87,650	\$93,300

*For more information and guidance regarding the responsibilities of subrecipients receiving Community Development Block Grant funds, please refer to the HUD publication entitled, "Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems". A complete copy of this document can be found the HUD portal online at: <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>*

## Appendix C: NATIONAL OBJECTIVE CODES

Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAF	LMAS	LM	LMCM	LMCS	LMH	LMHS	LMJ	LMJF	LMJ	SBA	SBS	SBR	URG
01	Acquisition of Property - 570.201(a)					N	N				N					
02	Disposition - 570.201(b)					N	N				N			N		
03A	Senior Centers	N				N	N	N	N							
03B	Facility for Persons with Disabilities	N				N	N	N	N							
03C	Homeless Facilities (not operating costs)	N				N	N	N	N							
03D	Youth Centers	N				N	N	N	N							
03E	Neighborhood Facilities					N	N	N	N							
03F	Parks, Recreational Facilities		N	N		N	N	N	N	N		N				
03G	Parking Facilities					N	N	N	N							
03H	Solid Waste Disposal Improvements					N	N									
03I	Flood Drainage Improvements					N	N									
03J	Water/Sewer Improvements					N	N									
03K	Street Improvements					N	N									
03L	Sidewalks					N	N									
03M	Child Care Centers	N				N	N	N	N							
03N	Tree Planting					N	N		N							
03O	Fire Station/Equipment		N	N	N	N	N	N	N	N		N				
03P	Health Facilities					N	N	N	N							
03Q	Abused and Neglected Children Facilities	N				N	N	N	N							
03R	Asbestos Removal					N	N	N	N							
03S	Facilities for AIDS Patients (no op'ting costs)	N				N	N	N	N							
03T	Operating Costs Homeless/AIDS Patients	N	N	N		N	N	N	N	N	N	N		N	N	
03Z	Other Public Improvements Not Listed in 03A-					N	N									
04	Clearance and Demolition					N	N				N					
04A	Cleanup of Contaminated Sites					N	N				N					
05A	Senior Services	N	N	N		N		N	N	N	N	N		N	N	
05B	Services for Persons with Disabilities	N	N	N		N		N	N	N	N	N		N	N	
05C	Legal Services		N	N		N		N	N	N	N	N		N	N	
05D	Youth Services	N	N	N		N		N	N	N	N	N		N	N	
05E	Transportation Services		N	N		N		N	N	N	N	N		N	N	
05F	Substance Abuse Services		N	N		N		N	N	N	N	N		N	N	
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking	N	N	N		N		N	N	N	N	N		N	N	
05H	Employment Training		N	N		N		N	N	N	N	N		N	N	
05I	Crime Awareness		N	N		N		N	N	N	N	N		N	N	
05J	Fair Housing Activities-Subj.to Pub.Serv.Cap		N	N		N		N	N	N	N	N		N	N	
05K	Tenant/Landlord Counseling	N	N	N		N		N	N	N	N	N		N	N	
05L	Child Care Services	N	N	N		N		N	N	N	N	N		N	N	
05M	Health Services		N	N		N		N	N	N	N	N		N	N	
05N	Abused and Neglected Children	N	N	N		N		N	N	N	N	N		N	N	
05O	Mental Health Services		N	N		N		N	N	N	N	N		N	N	
05P	Screening for Lead Based Paint/Lead Hazards	N	N	N		N		N	N	N	N	N		N	N	
05Q	Subsistence Payments	N	N	N		N		N	N	N	N	N		N	N	
05R	Homebuyer Downpayment Assistance - Excluding Housing Counseling, under 24	N	N	N	N	N	N			N	N	N		N	N	
05S	Rental Housing Subsidies	N	N	N	N	N				N	N	N		N	N	
05T	Security Deposits	N	N	N	N	N				N	N	N		N	N	
05U	Housing Counseling Only, under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N	N	N
05V	Neighborhood Cleanups		N	N	N	N		N	N	N	N	N		N	N	
05W	Food Banks		N	N		N		N	N	N	N	N		N	N	
05X	Housing information and referral services	N	N	N		N	N			N	N	N	N	N	N	N
05Y	Housing Counseling under 24 CFR 5.100 supporting homebuyer downpayment assistance (05R)	N	N	N	N	N	N			N	N	N		N	N	
05Z	Other Public Services Not Listed in 03T and 05A- 05Y		N	N		N		N	N	N	N	N		N	N	
06	Interim Assistance		N	N	N	N	N	N	N	N	N	N			N	

07	Urban Renewal Completion					N	N				N		N	N		N
08	Relocation					N	N				N					
09	Rental Income Loss					N	N				N					
11	Privately Owned Utilities					N	N				N					
12	Construction of Housing	N	N	N	N	N	N			N	N	N		N		
13A	Housing Counseling, under 24 CFR 5.100, for Homeownership Assistance	N	N	N	N	N	N			N	N	N	N	N	N	N
13B	Homeownership Assistance - excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N	N	N

Matrix Code Key		National Objective Codes (N = Not Allowed)														
Code	Eligible Activity	LMA	LMAF	LMAS	LMC	LMCM	LMCSV	LMH	LMHS	LMJ	LMJF	LMJ	SBA	SBS	SBR	URG
14A	Rehab; Single-Unit Residential	N	N	N	N	N	N			N	N	N				
14B	Rehab; Multi-Unit Residential	N	N	N	N	N	N			N	N	N				
14C	Public Housing Modernization	N	N	N	N	N	N			N	N	N				
14D	Rehab; Other than Public-Owned Residential Buildings	N	N	N	N	N	N			N	N	N				
14E	Rehab. Pub./Pvt.-Comm'/Indust'					N	N	N	N		N					
14F	Energy Efficiency Improvements	N	N	N	N	N	N			N	N	N				
14G	Acquisition for Rehabilitation	N	N	N	N	N	N			N	N	N				
14H	Rehabilitation Administration					N	N				N					
14I	Lead-Based Paint Abatement	N	N	N	N	N	N			N	N	N				
14J	Housing Services, excluding Housing Counseling under 24 CFR 5.100	N	N	N	N	N	N			N	N	N	N	N	N	N
14K	Housing Counseling, under 24 CFR 5.100, Supporting HOME Program Assistance Housing Activities	N	N	N	N	N	N			N	N	N	N	N	N	N
14L	Housing Counseling, under 24 CFR 5.100, in Conjunction with CDBG Assisted Housing	N	N	N	N	N	N			N	N	N				
15	Code Enforcement		N	N	N	N	N	N	N	N	N	N		N		
16A	Residential Historic Preservation	N	N	N	N	N	N			N	N	N				N
16B	Non-Residential Historic Preservation					N	N	N	N		N					N
17A	ED Acquisition by Recipient					N	N	N	N							
17B	CI Infrastructure Development					N	N	N	N					N		
17C	CI Building Acq., Construction, Rehabilitation					N	N	N	N		N					
17D	Other Commercial/Industrial Improvements					N	N	N	N		N					
18A	ED Assistance to For-Profits				N	N	N	N	N		N			N		
18B	Economic Development: Technical Assistance				N	N		N	N		N			N		
18C	Micro-Enterprise Assist.						N	N	N		N			N		
19C	Nonprofit Capacity Building															
19E	Operation and Repair of Foreclosed Property		N	N	N	N	N			N	N	N	N	N	N	N
19F	Planned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19G	Unplanned Repayments of Sec.108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
19H	State CDBG Technical Assistance to Grantees	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20	Planning	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
20A	State Planning-only 570.483(b)(5) and (c)(3)															N
21A	General Program Admin. - 570.206	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21B	Indirect Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21C	Public Information	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21D	Fair Housing Activity (subject to Admin. cap)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21E	Submissions or Applications for Federal	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21H	CDBG Funding of HOME Admin.	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21I	CDBG Funding of HOME CHDO Operating Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
21J	State Administration Costs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
23	Tornado Shelters - Private Mobile Home Parks		N	N	N	N	N	N	N	N	N	N	N	N	N	N
24A	Payment of Interest on Section 108 Loans	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
24b	Payment of Costs of Section 108 Financing															
24C	Debt Service Reserve	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
National Objective Key		Entitlements										States				
LMA	Low- and moderate-income (Low/Mod) Area Benefit	570.208(a)(1)										570.483(b)(1)				
LMAFI	Low/Mod Area Benefit CDFI	570.208(d)(6)(i)										570.483(e)(4)				
LMAS	Low/Mod Area Benefit NRSA	570.208(d)(5)(i)										570.483(e)(5)				
LMC	Low/Mod Limited Clientele	570.208(a)(2)										570.483(b)(2)				
LMCM	Low/Mod Limited Clientele Microenterprise Development	570.208(a)(2)(iii)										570.483(b)(2)(iv)				

LMCS	Low/Mod Limited Clientele, Job Service Benefit	570.208(a)(2)(iv)	570.483(b)(2)(v)
LMH	Low/Mod Housing	570.208(a)(3)	570.483(b)(3)
LMHS	Low/Mod Housing, CDFI or NRSA	570.208(d)(5)(ii) & (d)(6)(ii)	570.483(e)(5)
LMJ	Low/Mod Job Creation or Retention	570.208(a)(4)	570.483(b)(4)
LMJFI	Low/Mod Job Creation/Retention, Public Facility/Improvement	570.208(a)(4)(vi)(F)	570.483(b)(4)(vi)(F)
LMJP	Low/Mod Job Creation or Retention, Location Based	570.208(a)(4)(iv)(B)	570.483(b)(4)(iv)(B)
SBA	Slum and Blight Area	570.208(b)(1)	570.483(c)(1)
SBS	Slum and Blight Spot	570.208(b)(2)	570.483(c)(2)
SBR	Slum and Blight Urban Renewal/Planning Activities (States)	570.208(b)(3)	570.483(c)(3)
URG	Urgent Needs	570.208(c)	

IDIS – National Objective Codes for CDBG			
		Regulatory Citations	
N.O. Code	National Objective Description	Entitlement Communities	States
LMA	Low/Mod Area Benefit	570.208(a)(1)	570.483(b)(1)
LMAFI	Community Development Financial Institution (CDFI)	570.208(d)(6)(i)	570.483(e)(4)
LMASA	Neighborhood Revitalization Strategy Area	570.208(d)(5)(i)	570.483(e)(5)
LMC	Low/Mod Limited Clientele Benefit	570.208(a)(2)	570.483(b)(2)
LMCMC	Microenterprise	570.208(a)(2)(iii)	570.483(b)(2)(iv)
LMCSV	Job service benefit	570.208(a)(2)(iv)	570.483(b)(2)(v)
LMH	Low/Mod Housing Benefit	570.208(a)(3)	570.483(b)(3)
LMHSP	CDFI or Neighborhood Revitalization Strategy Area	570.208(d)(5)(ii) & (d)(6)(ii)	570.483(e)(4) & (e)(5)
LMJ	Low/Mod Job creation/retention	570.208(a)(4)	570.483(b)(4)
LMJFI	Public Facility/ Improvement benefit	570.208(a)(4)(vi)(F)	570.483(b)(4)(vi)(F)
LMJP	Location based	570.208(a)(4)(iv)	570.483(b)(4)(iv)
SBA	Slum/Blight Area Benefit	570.208(b)(1)	570.483(c)(1)
SBS	Slum/Blight spot basis	570.208(b)(2)	570.483(c)(2)
SBR	Slum/Blight in an urban renewal area	570.208(b)(3)	
URG	Urgent Need	570.208(c)	570.483(d)
LMAFI	Community Development Financial Institution (CDFI)	570.208(d)(6)(i)	570.483(e)(4)
LMASA	Neighborhood Revitalization Strategy Area	570.208(d)(5)(i)	570.483(e)(5)
LMCMC	Microenterprise	570.208(a)(2)(iii)	570.483(b)(2)(iv)
LMCSV	Job service benefit	570.208(a)(2)(iv)	570.483(b)(2)(v)
LMHSP	CDFI or Neighborhood Revitalization Strategy Area	570.208(d)(5)(ii) & (d)(6)(ii)	570.483(e)(4) & (e)(5)
LMJFI	Public Facility/ Improvement benefit	570.208(a)(4)(vi)(F)	570.483(b)(4)(vi)(F)
LMJP	Location based	570.208(a)(4)(iv)	570.483(b)(4)(iv)

**SOURCE: Chapter 7: Public Services, Basically CDBG (2012)**

## **Standard Required Documents/Forms**

***If the applicant is awarded CDBG funds, the agency will need to provide the following:***

1. Certificate of Good Standing with the AZ State Corporation Commission
2. Non-profit organizations must submit Tax Exemption Determination Letters from the Federal Internal Revenue Service and the State Franchise Tax Board.
3. Registration verification from System for Award Management at Sam.gov and proof that agency is not debarred or suspended from receiving federal funds at Sam.gov.
4. Most recent Annual Financial Statements and Audits or, if an entity that has not been required to have an audit, current income statement and balance sheet.
5. Resumes of Program Administrator and Fiscal Officer.
6. Confirmation of Drug Free Policies, Fair Housing Policies, Procurement Policies, and Equal Employment Opportunity Policies.